

Robert Smith

Mail Clerk III

CONTACT DETAILS

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PERSONAL STATEMENT

To obtain a position as a front desk receptionist/Office Assistant where I can maximize my organizational skills in a challenging environment, thus achieving a high degree of work efficiency.

WORK EXPERIENCE

Mail Clerk III

ABC Corporation - May 2005 - July 2007

Responsibilities:

- Collect, sort and delivers incoming & outgoing mail.
- Process for delivery to United States Postal Service.
- Locates proper addresses and makes corrections for misdirected mail & forwards mail according to the United States Postal Service regulations.
- Process all classes of mail including express mail and private carriers, to ensure adherence to proper size, weight, postage and other postal requirements.
- Prepares and processes necessary paperwork related to mail services.
- Maintains records on quantities and descriptions of materials received and distributed.
- Performs other administrative duties including answering all incoming calls.

Mail Clerk

ABC Corporation - 2003 - 2005

Responsibilities:

- Logged files in the computer which were computer claim files also CDs.
- Sorted all incoming mail and stamped it also opened it and put in mail cart.
- Answered telephone calls and transferred to the correct place also made calls to UPS and USPS.
- Ran mail in machine for postage.
- Went to the post office.
- I had a great impact my lead thought I was going to be the next mailroom lead everyone loved me there I helped train the new person we had.
- Was very good at my job but a incident happened with legal stuff with my divorce and I was let go for not a good reason at all Skills Used Dependability was key how organized I was with the nail I made sure my end was always completed because the mail had to be out on time..

Education

High School Diploma - (Fairmont Senior High School Capitol Heights - Capitol Heights, MD)

SKILLS

Statistical Analyzing,
Inventory Management,
Arena, LabView,
SolidEdge, Excel, Word,
PowerPoint.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)